

APPROVAL CHECKLIST
Requirements for Filing a Petition

Note: All documents must be legible. All text documents must be typewritten or computer generated. All drawings, such as site plans, elevations, sign details, maps, surveys, must be drawn to an appropriate scale, dimensioned, and in ink. All complete application packets must be filed in original form (1 hard copy) and in electronic/scanned form.

1. One (1) completed checklist (this form).
2. One (1) completed petition (typewritten), signed by the owner of the subject property or an authorized agent, notarized, and filed at least 35 days prior to a scheduled public hearing. Attach an executed Owner Consent form if Owner is not the same as Petitioner.
3. One (1) copy of the legal description attached to the petition.
Metes and bounds description(s) from the current deed of record; should include one (1) copy of the perimeter survey, drawn to scale, if available.
or -
Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 of the Indianapolis/Marion County City-County Building for a nominal charge).
4. One (1) copy of a general location or area map indicating (in a reproducible manner) the location of the property and the surrounding area. Maps created using internet mapping sites are acceptable.
5. Site/Development Plan, elevations, sign details, maps, surveys, so on, drawn to an appropriate scale, dimensioned, and in ink.
6. Complete file content (electronic form) for all previous zoning approvals directly related to the application, if any.
7. Non-refundable filing fee. A City of Lawrence official will confirm the applicable fee amount.
8. Contact person identified. This Contact Person is the single point of contact with the City for all correspondence related to the application, such as requests to provide additional information and final disposition of the application.

Name (printed): _____

Address: _____

Daytime Phone: _____ Fax: _____

Email Address: _____

Acceptable methods of payment include check, or MasterCard, VISA, Discover or American Express credit card. Checks must be made payable to "City of Lawrence."